

August 1, 1959

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Records Disposition Branch Accomplishments
July - June 1959
FY 1959

FILING:

Revised and republished Handbook for Subject Filing as unclassified training manual.

Monitored and improved Filing course for inductees given by OTR/CT. Assisted in preparing new textbook, lesson plans, practice and test materials, visual aids, demonstrator file, and student kits.

Improved RMS training in filing by establishing a demonstrator file; conducting visits of Training instructors, area records officers and file trainees to file establishments in CIA and other select Federal agencies; preparing master card index for Handbook for Subject Filing; preparing 14 color slides (35 mm and Vu-graph) on Subject Filing.

Reviewed Functional Filing system proposed for Office of Communications based on Regulations numbering system



Predecessor Agency Records:

An inventory of the OSS and COI records has been made for the purpose of evaluating them from an archival point of view. Project is in process.

C.S Support Records

A member of the Staff worked with the C.S Support Records Committee to develop a standard file and disposition plan for DD/P Support records. A proposed

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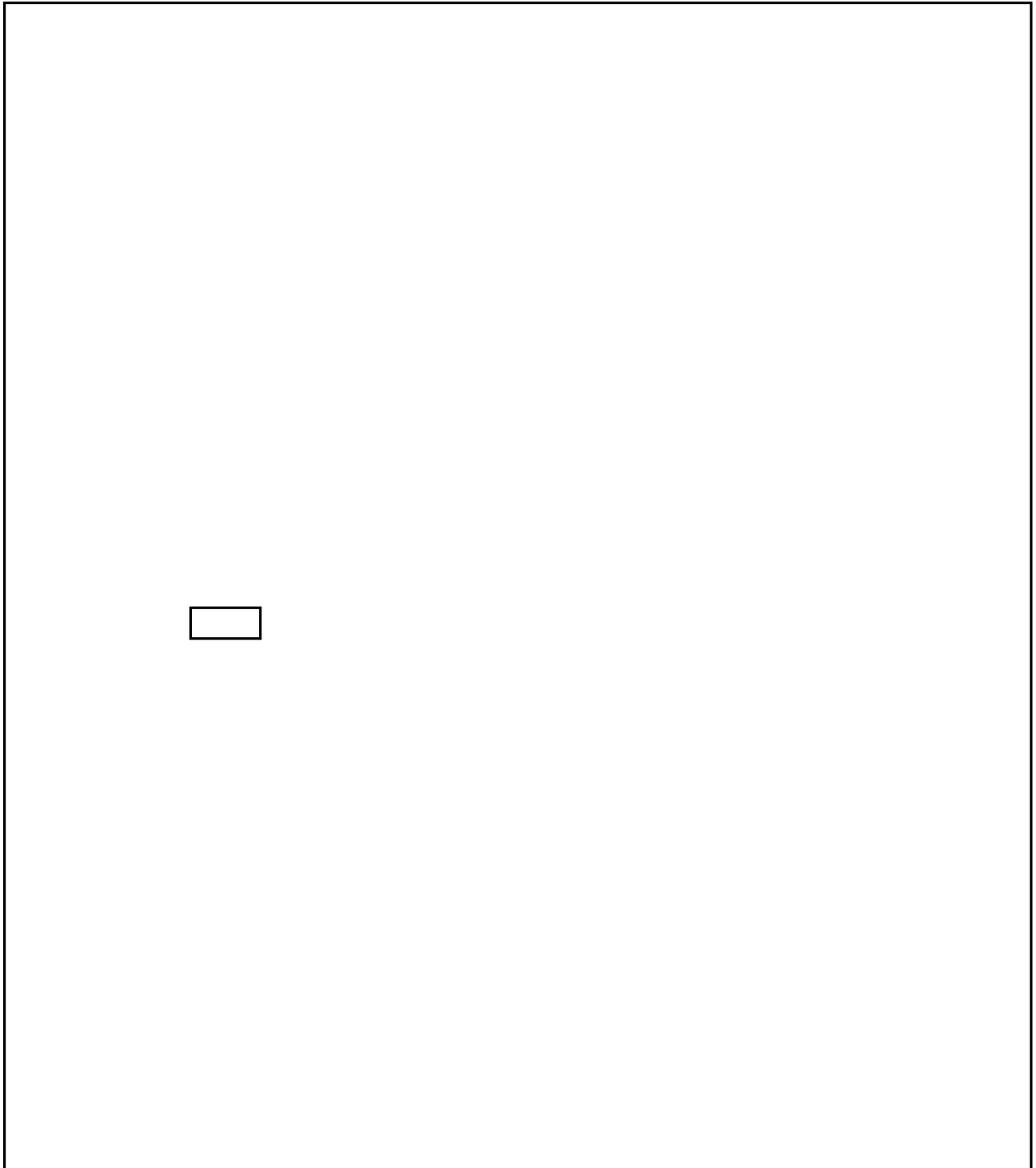
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SHELF FILING

[REDACTED]

Plans and specifications were accepted but due to a strike ~~in~~
delivery of equipment is held up



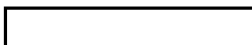
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OCR

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VITAL MATERIALS



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Visited 6 Federal agencies to study their vital materials programs. In addition, 4 trips were made to the relocation facilities of the Department of State and the Office of Civilian Defense and Mobilization.

There were 689 visitors to the repository including 165 during Operation Alert. Special briefings were given to the EIC Group headed [redacted] [redacted] Executive Secretary and to a group of 17 from OSI, 13 from DDP, and 26 from ORR.

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Several indexes were installed to facilitate the search of specifics in file.

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File Clean-up Campaign in OCR

The file clean-up campaign resulted in first-year savings of \$147,600. As a result of the campaign 74 pieces of filing equipment (replacement value \$19,587) were turned in; released 431 sq ft floor space; destroyed 616 cu.ft. of records at headquarters and 993 cu. ft. of OCR records at the Records Center; retired 1,288 cu. ft. of inactive records. The records retired from and destroyed at headquarters were housed in 238 4-dr legal safes.

Survey of Agency's unused Safes

The survey conducted in March 1959 resulted in returning to Stock or transferring to other offices 9 safes valued at \$3,942. Area Records Officers recommended that the survey be made annually.

Survey of Service Calls proceeded by the Records Center.

The survey conducted June 1959 brought about improved service and control of excess requests at point of origin.

Equipment contd



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General Counsel

Completed floor plans for the Law Library in the New Agency Building. the Plans included a conference area, filing area and desk space for the librarian. Also concurred in a request for a small vault room adjacent to the Library.

Orientation and Training of ARO's from:

DD/P
Personnel
ORR
OCI
FBID

Three members of the staff have completed courses in Records Management conducted by National Archives and American University.



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